



### Application for Employment

The Boys & Girls Club of Harrisonburg/Rockingham County (BGCHR) is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis of age, color, national origin, race, religion, sex, marital status, disability, sexual orientation, creed, political belief, or veteran status.

Federal Law prohibits the employment of unauthorized aliens. All persons hired must submit satisfactory proof of employment authorization and identify within three (3) days of being hired. Failure to submit such proof within the required time shall result in immediate termination of employment.

Please answer all questions in full and print clearly and neatly.

#### Personal Information:

Full Name: \_\_\_\_\_ SS# \_\_\_\_/\_\_\_\_/\_\_\_\_  
Last First M.I

Mailing Address: \_\_\_\_\_  
Street City State/Zip

Phone: Home ( ) \_\_\_\_\_ Cell ( ) \_\_\_\_\_

Email: \_\_\_\_\_ Daytime Phone: ( ) \_\_\_\_\_

Have you lived in and been a Virginia resident for the last five years? \_\_\_ Yes \_\_\_ No

Are you 18 years of age or older? \_\_\_ Yes \_\_\_ No Date of Birth \_\_\_\_/\_\_\_\_/\_\_\_\_

Are you a US Citizen? \_\_\_ Yes \_\_\_ No If no, do you have a valid work ID \_\_\_ Yes \_\_\_ No  
(If hired, proof of eligibility to work in the United States will be required.)

Are you currently serving in the U.S. Military? \_\_\_ Yes \_\_\_ No

If yes, Date of Service and Branch: \_\_\_\_\_

Have you ever been convicted of a crime? \_\_\_ Yes \_\_\_ No

If yes, please explain:

\_\_\_\_\_  
\_\_\_\_\_

How were you referred to BGCHR? Please check the most appropriate response.

\_\_\_ School \_\_\_ Recruiter \_\_\_ BGCHR Employee \_\_\_ Ad \_\_\_ Walk In \_\_\_ Other: \_\_\_\_\_

Position Desired: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Have you ever applied for a position with this company? \_\_\_ Yes \_\_\_ No

If yes, When? \_\_\_\_\_



Salary Desired: \_\_\_\_\_ per \_\_\_\_\_ (please specify: hour, week, year)

Schedule Desired: \_\_\_\_\_ Full Time \_\_\_\_\_ Part Time # of Hours Desired Per Week: \_\_\_\_\_

Can you work overtime and/or weekends? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will you accept temporary work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Can you travel if required by this position: \_\_\_\_\_ Yes \_\_\_\_\_ No

Do you have transportation to/from work: \_\_\_\_\_ Yes \_\_\_\_\_ No

Please check all days you are available to work. \_\_\_\_\_ Mon \_\_\_\_\_ Tue \_\_\_\_\_ Wed \_\_\_\_\_ Thur \_\_\_\_\_ Fri

Date available to start: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Education:**

*Please list all education credentials including, degrees and certificates you have obtained from high school, college/universities, trade, or occupational schools.*

**High School**

School Name \_\_\_\_\_ City and State \_\_\_\_\_

Graduation Date or Number of Years Completed \_\_\_\_\_

**College**

School Name \_\_\_\_\_ City and State \_\_\_\_\_

Graduation Date or Number of Years Completed \_\_\_\_\_

Degree or Field of Study \_\_\_\_\_

**Graduate School**

School Name \_\_\_\_\_ City and State \_\_\_\_\_

Graduation Date or Number of Years Completed \_\_\_\_\_

Degree or Field of Study \_\_\_\_\_



List any certificates (including GED) earned or in progress, and /or any additional training programs not included in your formal education.

List any Professional Affiliations to which you belong (please do not list activities which would indicate age, sex, color, race, creed, national origin, religion, marital status, sexual orientation, political belief, disability or veteran status).

**Work Experience:** *Please attach additional pages if necessary.*

*Begin with your most recent employer; include military service assignments, internships, and volunteer opportunities relevant to the job for which you are applying.*

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_ (please specify: hour, week, year)

Reason for Leaving: \_\_\_\_\_

May we contact this employer?  Yes  No

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_ (please specify: hour, week, year)

Reason for Leaving: \_\_\_\_\_

Employer: \_\_\_\_\_ Position: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Salary: \_\_\_\_\_ (please specify: hour, week, year)



Reason for Leaving: \_\_\_\_\_

List any additional qualifications, professional licenses, or special skills that will make you an excellent candidate for the applied position.

\_\_\_\_\_  
\_\_\_\_\_

**References:** *Please include three complete references. Do not include relatives.*

Name: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Name: \_\_\_\_\_ Professional Relationship: \_\_\_\_\_

Company: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

**Release:**

*The nature of our organization requires that a background check be performed on every employee working under our organization. This is to ensure compliance with the Virginia Department of Social Services and to ensure the safety of those we serve here at the Boys and Girls Club of Harrisonburg/Rockingham County.*



I hereby authorize Boys and Girls Club of Harrisonburg/Rockingham County to make an independent investigation of my background, references, character, past employment, education, criminal or police records, including those maintained by both public and private organizations and all public records for the purpose of confirming the information contained on my application and/or obtaining other information which may be material to my qualifications for employment. Furthermore, I understand that the company may be requesting information from various federal, state, and other agencies which maintain records concerning my past activities relating to my driving record, credit, criminal, civil, and other experiences as well as claims involving me in the files of insurance companies. I authorize without reservation, any party or agency contacted to furnish the above mentioned information and release all parties involved from liability and responsibility for doing so. I hereby consent to obtaining the above information from Business Engineering Inc. and/or any of their agents. This authorization and consent shall be valid in original, fax, or copy form.

\_\_\_\_\_  
Initials

**Release Continued:**

All hiring and employment at BGCHR is at will. I understand this application is not an employment contract, nor can it be used to create one. Employment by BGCHR has no specific term and may be terminated by the employee or BGCHR with or without notice. I acknowledge that BGCHR has not made any promises or representations that differ from those contained in this paragraph.

I understand that I must provide satisfactory documents to establish my identity and right to work in the United States if I am offered a position with BGCHR. The failure to provide this evidence will result in the termination of my employment.

I release and agree to hold harmless individual, company, business institution or government agency from all liability with regard to furnishing information to BGCHR. I agree to release and hold harmless BGCHR from all liability with respect to the receipt of such information.

I certify that the information I have furnished on the application form is true and complete. I understand that if any misrepresentation has been made by me verbally or in writing, any offer of employment made to me may be withdrawn or my subsequent employment with BGCHR may be terminated.

I understand that any offer of employment is contingent on a satisfactory background investigation. I certify that the following is my true and complete legal name and all information contained herein is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date